Business Council Report

December 14, 2017

The Business Council has met monthly since inception on July 1, 2017, and will continue to meet monthly, approximately one week before the Summit Team. As further described herein, several important initiatives are well underway.

Strategic Pathways – Procurement

John Hebard, Chief Procurement Officer, is leading the implementation effort. A service level agreement between UAF and Statewide for the procurement function has been completed. Goals and initiatives to achieve savings via bulk purchases, process improvement/automation and policy and procedure standardization have been identified. Implementation and effort to achieve these goals will be on-going in FY18 and FY19.

Strategic Pathways – Research Administration

Rosemary Madnick, UAF Executive Director of Grants and Contracts, is leading the planning and implementation effort. To date, an inventory assessment tool identifying the various roles and responsibilities in the grants and contracts area has been completed by the universities. The tool will help organize the various roles of Grants and Contracts (G&C), with the aim of G&C leadership at UAF with service centers at UAA and UAS. In addition, the tool will help analyze those functions most viable for improvement, streamlining and/or automation across the UA System. That analysis is underway and the goal is to have a prioritization improvement plan by the end of January 2018. The Business Council will continue to cross-communicate with the Research Council as planning develops.

Process Improvement and Automation

The President and Regents authorized $1.1m in FY18 for process improvement and automation. The CFO sent an internal RFP to the functional areas of Student, HR, Finance, IT and Institutional Research to solicit automation project proposals. A number of proposals were received, and the Business Council deliberated on all proposals. The Business Council approved nine projects in HR, Finance and Administration areas and requested additional information on several others. In total, $645,000 was allocated. The remaining $455,000 will be allocated as proposals are received. At this time, it would be helpful to receive automation or improvement proposals for student-facing technologies, so as to positively impact enrollment, retention and completion.

A summary of the approved projects to date:

HR – Open Enrollment Automation
HR – OnBase Integration (vendor forms)

HR – Online I-9 and Employee Paperwork
HR – Family Medical Leave (FML) Process Improvement
HR – Retirement files to SPARK format
Admin – Consulting support for Travel Project implementation
Admin – UA Procurement Records to OnBase
Admin – OnBase Integration for e-workflows
Finance – Replace and update property scanners and system

It is important to note that within the broad scope of the Finance and Administration, there are several very large automation or compliance projects underway that do not explicitly flow from Strategic Pathways or the $1.1 million Automation pool. These projects that arise in the normal course of operations include: travel booking tool and expense management, conversion to Banner 9, accounts receivable conversion for IRS Form 1098-T, and JV workflow. They will consume a significant amount of staff time over the next one to two years.

Travel Project

The travel project is underway. In summary, the travel project involves implementing a new expense reporting tool, a booking tool, and leveraging travel discounts. The aim is to improve the travel process for travelers and users, gain efficiencies, save money and better manage the travel process.

Huron Consultants are providing project management services and have been on site for the last month, working with various university implementation teams. The first stage of the project includes rewriting travel regulations and identifying the "desired state".

Facilities Council

The Facilities Council is a sub-council of the Business Council. The Facilities Council has developed a scorecard, and it is submitted herewith separately from the Business Council.

Business Council Scorecard

As of December 14, 2017

All intiatives and objectives tie primarily to Institutional Goal #5: **Operate more cost effectively**

	Objectives	Measures	Targets	Initiatives	Results to date	Timeline
Procurement	Save money Process improvement Organizational optimatization	Amount of savings Completion time Activity per FTE	TBD TBD TBD	UAF/CPO leads Bulk purchases	Strategic sourcing solicitations underway. Automation project initiated.	FY18 and FY19
Grants & Contracts Administration	Lean processes Automation Customer service relations Organizational alignment	Completion time ROI Satisfaction survey Activity per FTE	TBD TBD TBD TBD	UAF/OGCA leads Process identification and mapping.	Inventory assessment Complete. Finish prioritization by January 31 2018	FY18 and FY19
Process Automations (various functions)	Save money Efficient Processes Better user experience	ROI Completion time Satisfaction survey	TBD TBD TBD	Funding pool identified	Various projects have been awarded funding.	Ongoing, FY18 and FY19
Travel	Better user experience Save money Efficient processes	Satisfaction survey Amount of savings Reimbursement time	TBD TBD TBD	New booking tool & expense reporting tool	Project has commenced and Huron Consulting is on site.	Go live July - August 2018

Note: The Facilities Council, a sub-council of the Business Council, has a separate scorecard.